



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name ADMINISTRATION

Date of Report March 27, 2018

Reporting Period March 1-30, 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

The department is working on follow-up information requested by the forensic firm concerning the Verizon issues; specifically, they are asking for a spreadsheet of all outages and dysconnectivity for the duration of the contract; they have also requested to see all contracts for the period 2011-2018. While this information was previously provided throughout the numerous binders, they want to see the analysis in a spreadsheet format as was provided detailing the invoices and charges for the same time-period.

Staff meetings were spearheaded concerning Seat Pleasant Day to ensure that this year's event will be one of the best ever sponsored by the City. As with last year, there will be a Kid's Zone of activities including a moon bounce, face painting, cotton candy and ice cone machines, rock climbing (weather permitting), etc. Multiple entertainment acts, various food and retail vendors, as well as information booths will be included in the festivities this year. Information has gone out through flyers, social media and word-of-mouth. Radio announcements are also planned. The expected attendance may quadruple previous year's totals. We are targeting residents from all areas of the city including the Pleasant Homes and Eastern Avenue apartment complexes. Informational flyers will be distributed in dual languages during the final two weeks leading up to the event. Remember to inform your neighbors that this year's event will be held at the Seat Pleasant Activity Center on May 5, 2018.

The Public Works Department is spearheading the parade this year which will be spectacular with even a surprise element included! The parade begins at 11:00 am with the vehicle line-up on 69th Street adjacent to the City Hall, and the walkers will convene on Crown Street where the vehicles and walkers will merge and continue north on Martin Luther King, Jr., Highway and make a U-turn at Greig Street and then proceed south on Martin Luther King, Jr., Highway ending at the Activity Center.

Meetings

The administration office attended the Ward I and V monthly meeting providing a presentation on the routine responsibilities of the administration office, including the appropriate use of the MySeatPleasantApp.

A conference call was held with the forensic team and the city treasurer regarding their preliminary findings which include repetitive charging for the same service and inflated so-called “credits”.

The office also attended the Annual Benefits Fair which was sponsored by the Human Resources Department. The event was well attended and afforded the city employees with pertinent information about the benefits provided by the city as well as changes to the co-pays and insurance premiums. Employees that had not previously participated in the event or signed up for retirement did so this year.

The department also met with the city’s financial advisor and City Clerk to ensure that the City is following to the letter the Constant Yield Tax Rate proposal for FY 2019 and that the advertisement and public hearings are in compliance with state regulations. The City will also ensure that advance notifications will be submitted to property owners with regard to the increase in the property tax rate and the rental fees for all rental property including single-family and multi-family properties.

Reviews

The department reviewed and revised numerous documents including grant applications, the April Newsletter, legislation that will be considered and by the council at the April 2, 2018 work session.

The department also reviewed a variance request from the Board of Zoning Appeals and directed code enforcement to investigate property coverage which also led to the code department’s recommendation to revise the City code to reflect the requirement to install impervious surfaces for driveways, walkways, etc. on residential property and to add a mitigation fee for all surfaces that are constructed of material that is not impervious including asphalt and concrete.

The City Administrator also reviewed and made final edits to the Emergency Operations Plan drafted by the Public Safety Department.

Reports

The department submitted the final report for the Chesapeake Bay Trust Grant for the clean-up of the Chesapeake Trail. This report utilized the pictures and reports previously documenting the work on this project by the City’s Public Works Department.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The city administrator just received notification today via telephone that the application submitted for the annual MML Achievement Award in the mid-town category will be awarded to the City of Seat Pleasant, A Smart-City of Excellence for its submission for the MySeatPleasantApp. The award will be presented during the opening ceremony of the MML Annual Summer Conference.

Indicate problems identified, barriers encountered and solutions reached.

None of significance encountered.

Identify goals for the next reporting period.

The department will attend the municipal collaboration meeting in the Town of Bladensburg regarding the upcoming grants for weatherization and upgraded appliances for income eligible residents of the City. A letter of support for this project has been requested from the Honorable Karen Toles.

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal _____% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

| FY_____ Budget (Previous Year) | FY_18 Budget (Current Year) | FY _____Actual (Current Year) |
|--------------------------------|-----------------------------|-------------------------------|
| | | |

Expenditures

Line Item _____

| FY_____ Budget (Previous Year) | FY_18 Budget (Current Year) | FY_18 Budget (Current Year) | FY _____ |
|--------------------------------|-----------------------------|-----------------------------|----------|
| | | 5100 Salaries 44.24% | |
| | | 5170 Worker's Comp 100% | |
| | | 5200 Ofc. Supplies 79.49% | |
| | | 5220 Training 62.03% | |
| | | 5230 Liability Ins. 81.24% | |
| | | 5277 Staff Retreat 100% | |
| | | 5440 Utilities 83.08% | |

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.